

Commander Navy Installations Command

Total Workforce
Management
Services (TWMS)



What is TWMS?



History

Total Workforce Management Service (TWMS) is a web-based Government Off-the-Shelf application which gathers information from official programs of record (POR) such as DCPDS, NSIPS, TFMMS, STARS, DMO, CVS, and SAPHR. The application combines all this data to allow the user to manage their TOTAL WORKFORCE via one easy-to-use web interface. The total workforce includes data on Civilians (both APF and Foreign Nationals), Military, NAF, Contractors, and Non-Navy Personnel (as required). TWMS also includes data related to required and authorized billets. Approximately 90% of the data in TWMS comes from Navy POR systems and cannot be modified.

Among many other capabilities TWMS allows the user to:

- produce demographics, reports, and metrics
- track prospective gains and losses
- perform daily and emergency musters of personnel
- align personnel to billets
- track various workforce information (i.e. IA Workforce)
- assign required skills, training, competencies, and certifications to positions and identify employee deltas as well as track completed training

Information within TWMS is controlled by a series of access levels requiring approval. All data is NOT visible to all personnel.

TWMS also allows each employee to view their own record via the Self-service tool. Here they can update non -POR information such as work phone, cell phone, and building number as well as perform a daily self-muster if required by their command. In addition, civilian employees have the ability to view and print their SF-50's.

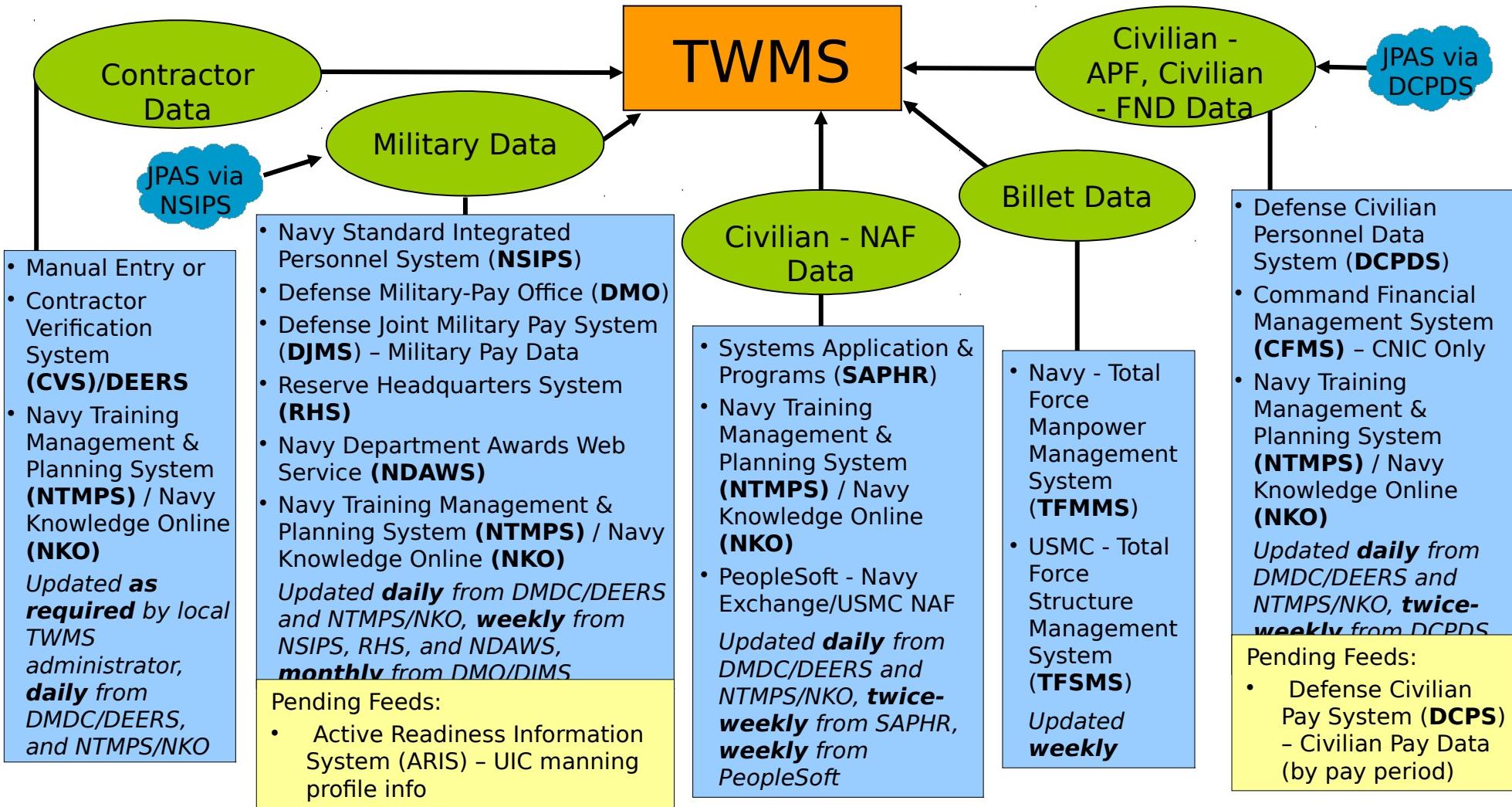


FAM/DITPR DoN Status

- DITPR DON ID: 21023
- 3 year ATO Issued
 - Dated: 9/23/2011
 - Expires: 9/22/2014
- PIA Signed
 - Dated: 10/20/2010
- SORN
 - N05230-1
 - Dated 11/24/2010

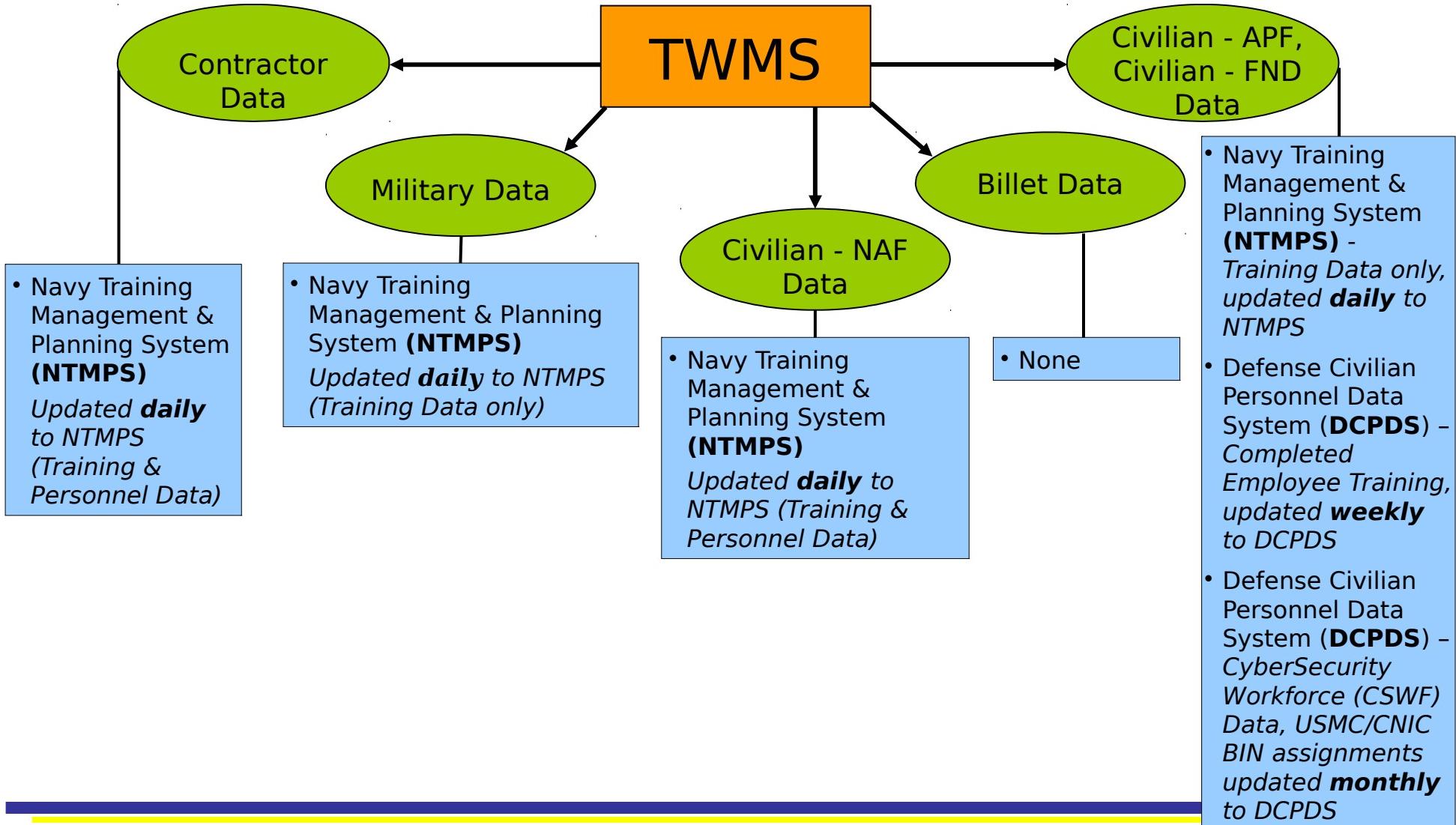
TWMS Program of Record Data Sources

(INCOMING)



TWMS Program of Record Data Sources

(OUTGOING)



TWMS Functionality



Manpower & Personnel Mgmt

- Align employees to billets
- Produce AMDs and Staffing Plans (current & projected)
- Identify & track required skills, training, and certifications on both billets and personnel
- Track billet types, funding sources, and status
- Produce Total Force metrics on turnover, manning levels, and skill gaps
- Produce Total Force demographics
- Produce Total Force recall/emergency information
- View work assignment histories
- Track and manage personnel-based contractors & contracts

Training & Self-Service

Training

- Identify training requirements by person or group
- Track training completions and history
- Provide on-line training (PowerPoint or Flash only)
- SF182 creation and workflow

Self-Service

- Perform self-muster
 - View own information (MyTWMS)
 - Civilians may view/print SF-50s and PDs
 - Create, Route, and Manage IDPs (My IDP)
 - All employees may view/print agreements (i.e. SAAR)
 - Managers and Supervisors can view/manage their direct reports via their My Workforce function
 - Update Navy Data Warehouses NTMPS & DCPDS with completed training
 - Self-service functions are currently used by over 372,000 DON employees
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Daily Muster

- Mustering performed by employee or Muster Coordinator
- Allows accounting of personnel by location/base/building/room/cubicle
- Command controls certification/cut-off time
- Future musters allows for leave and TAD
- Tracks location of personnel on leave/TAD and allows notifications in event of emergency in area

Other Workforce Mgmt Functions

- CyberSecurity Workforce (CSWF)
 - Tracks readiness status and certifications achieved
 - Lists IAWF type and level
- Workflows and Process Management
 - Check In/Out
 - Telework Request
 - SAAR-N
- Event Notification Service
- Document Management
 - Upload documents & agreements associated to a personnel record
- Employee-issued Asset Management
- Civilian HR functions
 - BUS Code Manager
 - RPA Tracking
- Overseas Reservist assignment requests
- NPPSC Transaction Online Processing System (TOPS)